

PURPOSE:

The purpose of this policy is to outline the steps involved in seeking and applying for grants that will benefit the Town of Upton.

POLICY:

Grants may provide the opportunity to alleviate financial restrictions that inhibit Town services, operational costs or acquisitions of equipment and other resources. Each grant opportunity must be analyzed to determine whether it creates efficiency, saves money, enhances services or allows acquisition of resources for the Town that will not result in an undue financial burden to continue the service once the grant is finished.

APPLICABILITY

This policy applies to all Boards and Town Departments who are considering applying for a grant. A coordinated decision needs to be made that the grant will have a positive effect on town operations.

IMPLEMENTATION PROCEDURE:

Town departments or boards who are aware of a grant opportunity will inform the Town Manager about the grant. An analysis will be performed by the Town Manager and the board or department about the requirements of the grant, the financial commitment if any that would be required by the Town, the reporting requirements the Town must meet if the grant is awarded, and the impact to the town's budget when the grant is received. Should there be an on-going financial responsibility by the Town once the grant is completed, that will be reviewed as well. A decision will be made as to whether or not the grant presents an opportunity for the Town or not, and any financial impact to the Town will be shared with the Finance Committee. If a Town Board opts to seek a grant without the recommendation of the Town Manager, the recommendation against the grant prepared by the Town Manager will be forwarded to the Board of Selectmen.

The Town Manager will execute all grant applications on behalf of the Town. When a grant is received, it will be tracked on the attached spreadsheet to ensure that all required procedures of the grant are followed. The Town Accountant will be notified so that expenditures and reimbursements can be tracked as well as to not adversely affect the Town's balance sheet at the end of a fiscal year.

DEFINITION

There are no definitions that need to be contained in the policy.

REGULATORY / STATUTORYS REFERENCES:

The Town Manager Act, contained in the Town's General By-laws authorizes the Town Manager to execute all grants on the Town's behalf.

GRANTS POLICY

APPROVED BY:

Board of Selectmen, Chair: Kenneth E. Picard

Board of Selectmen: James A. Brochu

Board of Selectmen: Robert J. Fleming

Original date: October 2, 2012

Revised dates: